

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 32-6005**



26 NOVEMBER 2013

Civil Engineering

**UNACCOMPANIED DORMITORY
POLICIES/INSTRUCTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Robert L Fant)

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, 16 September 2005 and references AFI 32-6005, *Unaccompanied Housing Management*. The Office of Primary Responsibility (OPR) for this publication is Housing Asset Management (10 CES/CEAC). This instruction outlines responsibilities for the United States Air Force Academy and the Unaccompanied Housing (UH) residents. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to 10 CES/CEAC, on an AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety.

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1. Air Force Responsibilities.

1.1. Unaccompanied Housing (UH) Management Concept.

1.1.1. The Air Force Academy utilizes the Unaccompanied Housing (UH) Management Concept as outlined in AFI 32-6005, paragraph 2.1.

1.1.2. The dormitory manager's office is in Room 108B in dormitory 5223; phone: 333-4229.

1.2. Dormitory Council. The Dormitory Council consists of the 10 Air Base Wing Command Chief, (10 ABW/CCC), first sergeants, selected dormitory residents, and the dormitory manager. The council advises and recommends adoption of standards governing the appearance of public and personal areas and the conduct of the residents as it affects these areas. The council's meetings are held periodically as required by the Dormitory Council Charter or as needed by the 10 ABW Commander, 10 ABW/CCC, first sergeants, or the dormitory manager. Dormitory meetings include the dormitory council and dormitory residents.

1.3. Quarters Improvement Committee (QIC). In accordance with AFI 32-6004, *Furnishings Management*, Attachment 3, the QIC is required to meet semi-annually (or more often as needed). In accordance with AFI 32-6005, *Unaccompanied Housing Management*, the Installation Commander chairs the QIC. The QIC chairmanship may be delegated in writing to the vice commander. This committee is established so dormitory representatives may voice their concerns on living conditions in the dormitories, and be informed of dormitory improvements and facility projects. Each unit is highly encouraged to have a representative attend. The date for the meeting will be posted in each dormitory on the first floor bulletin board.

1.4. Room Inspections. Unit commanders will conduct morale visits annually, and first sergeants retain the responsibility to perform/track room inspections quarterly. More frequent inspections are encouraged and will be performed as circumstances dictate. The focus for dorm inspections is safety and health as defined in AFI 32-6005. Attachment 2 of this instruction, *Items of Concern for Room Inspections*, outlines the policy for inspections at this installation. Inspections may be scheduled or unscheduled. Commanders and first sergeants will need to record each visit on the sign-in log. USAFA Form 60, *Dormitory*

Room Inspection, (Attachment 3) will be used to record each room inspection. These forms are available in the dormitory management office.

2. The USAF Academy Airman Dormitories will provide:

2.1. Maintenance and Repair.

2.1.1. The Base Civil Engineer (CE) has primary responsibility for ensuring maintenance is performed. Residents requesting maintenance should use the following procedures:

2.1.1.1. Emergency, urgent, and routine work requests: Monday through Friday, 0730-1600, residents should contact the dormitory manager.

2.1.1.2. Emergency work requests: Nights, weekends, and holidays, residents should contact CE Customer Service 24/7 call line at 333-2790.

2.1.2. When contacting CE during off hours, residents need to be aware that CE will only respond to true emergency situations, such as problems with heating, lighting, water, plumbing, safety, etc.

2.1.3. Residents are to inform the dormitory manager the following duty day of the problems reported and if they were completed. The dormitory manager will follow up on any unresolved problems.

2.2. Maintenance of Appliances. Residents who notice a government-supplied appliance in the laundry room, day room or resident room that needs repair will inform the dormitory manager.

2.3. Refuse Collection and Disposal.

2.3.1. Dumpsters are provided for disposal of refuse.

2.3.2. Place trash and garbage in the dumpsters provided.

2.3.3. Do not place any large items in the dumpster, i.e., furniture, appliances, computers, car parts. Dispose of large items properly; utilize local landfill or applicable hazardous waste sites.

2.3.4. Dorm residents are required to remove all trash and garbage to the dumpsters. Do not place trash in the halls, hall trashcans, day rooms, stairwells, or picnic area.

2.4. Pest Control/Removal of Dead Animals

2.4.1. Monday through Friday, 0730-1600, residents should contact the dormitory manager at 333-4229.

2.4.2. Generally, pest control is NOT an emergency situation. If the resident feels the situation warrants an emergency call on a weeknight, weekend, or holiday, residents should contact CE Customer Service at 333-2790.

2.4.3. Additional information regarding dead animals is posted on the bulletin board in the main lobby of each dormitory.

2.5. Fire and Police Protection.

2.5.1. For all emergencies, dial 911.

2.5.2. For non-emergencies, Monday through Friday, 0730-1600, residents should contact the dormitory manager at 333-4229.

2.6. Access When a Lockout Occurs.

2.6.1. The dormitory manager has a master key to all rooms.

2.6.2. If a resident is unable to contact the dormitory manager during regular duty hours, the resident will contact the Dormitory Chief or applicable first sergeant to obtain access to their room.

2.7. Useful Telephone Numbers. Useful telephone numbers are at Attachment 4.

3. Resident Responsibilities.

3.1. Receipt for USAFAI 32-6005. Each unaccompanied housing resident is required to read and understand USAFAI 32-6005, *Unaccompanied Dormitory Policies/Instructions*. Each resident is required to acknowledge receipt and understanding by completing Attachment 5, Receipt of USAFAI 32-6005.

3.2. Personnel Changes. Unaccompanied dormitory residents must report changes to personal information to the UH Management Section, including changes in rank, name, duty telephone, squadron, office symbol and marital status.

3.3. Resident's Room.

3.3.1. Keep room clean to avoid insect and vermin infestation.

3.3.2. Lock doors and personal closets when room is not occupied.

3.3.3. Ensure room is in inspection order prior to departing on leave, TDY, etc.

3.3.4. Ensure assigned appliances, fixtures and bathroom are kept clean.

3.3.5. Ensure all pictures, posters or wall displays are in good taste and attached in a manner that does not damage the wall. Offensive material, such as nude photographs or posters, will not be displayed. Fish netting, parachutes, macramé, hemp-type materials or other combustible decorations are prohibited because they significantly increase fire danger.

3.3.6. Any decals placed on ceilings, walls, windows, refrigerator, closets, cabinets, doors, etc., are to be removed upon termination of residency in the dormitory. Residents will be held responsible for any damage as a result of these decals. A solar film has been installed upon the window; do not place sticky items/decals on windows. Do not clean windows with cleaning materials containing ammonia or alcohol.

3.3.7. Ensure lights are in working condition and replace bulbs as needed. Fluorescent and regular light bulbs for government furnished fixtures are provided by the government and may be obtained from the dormitory management office. All other bulbs are to be furnished by the occupant.

3.4. Dormitory Visitors.

3.4.1. Dormitory residents and guests must be properly dressed when in the common areas of the dormitories. The sponsor is responsible for the conduct and actions of guests at all times; a guest will not be left alone (unaccompanied) in the dormitory.

3.4.2. Dormitory visitor hours are between the hours of 0600 to 2400 daily. All guests must be at least 18 years old, be escorted at all times and are prohibited between the hours of 2400-0600.

3.5. Noise.

3.5.1. Refrain from creating excessive noise. The noise level will be kept to a minimum, 24 hours a day, due to shift workers and respect for fellow residents.

3.5.2. Televisions and music should be played at a volume that does not disturb other residents. Speakers may not be placed or played outside rooms without the prior approval of the dormitory manager.

3.6. Common Area Kitchens.

3.6.1. Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units after each use to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Put grease and fats in the trash receptacle, not down the drain as it can solidify in the pipes and cause blockages.

3.6.2. Dorm residents must clean kitchen appliances and utensils after each use.

3.6.3. Be sure to use hot mats or cutting boards to keep hot pots, pans and utensils off countertops to avoid permanent damage.

3.7. Smoking.

3.7.1. Smoking is not allowed in the dorms.

3.7.2. Per AFI 40-102, *Tobacco Use in the Air Force*, smoking is permitted in the designated tobacco area only, which is the dorm pavilion.

3.8. Underage Drinking.

3.8.1. If under the age of 21, possession or consumption of alcohol is against the law and not authorized.

3.8.2. Providing alcohol to anyone under the age of 21 or allowing them to drink in the dormitories is illegal and punishable under the Uniform Code of Military Justice (UCMJ) in accordance with AFI 34-219, *Alcoholic Beverage Program*.

3.8.3. If alcohol, such as kegs, is served in quantity at social events, parties, etc., a letter of approval signed by the 10 ABW Commander is required. The individual ordering the quantity of alcohol will acknowledge responsibility.

3.9. Utilities.

3.9.1. Unaccompanied dormitory residents are expected to conserve utilities and use energy wisely.

3.9.2. Turn off all lights and electrical equipment when not needed.

3.9.3. Ensure extension cords meet Underwriters Laboratories (UL) ratings and are disconnected when not in use. Extension cords must not be placed through walls, floors, ceilings or doorways or under rugs. Extension cords used for heat-producing items, such as coffee pots or microwaves, may not be longer than 10 feet and cord electrical capacity

shall be equal to or greater than the amperage rating of item being powered from the cord and possess three-prong plugs. Extension cords and surge protectors shall not be series-connected, i.e., daisy chained or piggy-backed. Cords shall not be spliced, taped, pinched, coiled or otherwise placed where they may be damaged or create a hazard.

3.10. TV Cable/Wireless Internet Service.

3.10.1. Contact local cable/internet providers to obtain service.

3.10.2. Satellite dishes are not authorized.

3.10.3. Wireless internet is available in the dormitory dayrooms. Residents will maintain compliance with AFI 33-129, *Web Management and Internet Use*; reference Section 2 for the authorized and prohibited use of the internet.

3.11. Telephone Service.

3.11.1. Individual room telephone service is at the expense of the resident.

3.11.2. Do not use the dorm government-issued phones for Defense Switching Network (DSN) or government-paid long distance calls.

3.12. Government Property.

3.12.1. Unaccompanied dormitory residents should not use the government-owned washers and dryers for area rugs and other bulky items. Visitors and non-residents are not authorized to use dormitory laundry facilities.

3.12.2. Do not remove any government furniture from your room. Should you desire to swap out government furniture for your own personal furniture, contact the dorm manager for assistance. There is limited storage available for personal furniture, but space is not guaranteed. Contact the dormitory manager for guidance on storing personal furniture.

3.12.3. Residents may paint room walls with a light or neutral color. Ceilings are not to be painted. An AF Form 332, *Base Civil Engineer Work Request*, must be prepared by the resident, submitted, and approved by the dorm manager prior to painting. All walls must be returned to the original color (abbey white) prior to moving out of the dorms. Contact the dorm manager for details and specific stipulations.

3.13. Bed Linens.

3.13.1. The dorm manager issues bed linens to residents upon arrival. These linens include a mattress encasement, bedspread, blanket, flat sheet, fitted sheet, mattress cover, pillow and pillow case. At time of departure, all linens (except for bedspreads) must be cleaned and all linens (including bedspreads) returned to the dormitory manager.

3.13.2. Individuals who wish to use personal linen must return all or any item of government-issued linen not desired to the dormitory manager.

3.14. Keys.

3.14.1. To replace a lost room key, the resident must contact the dormitory manager to obtain a DD Form 362, *Statement of Charges/Cash Collection Voucher*.

3.14.2. The resident will take the completed DD Form 362 to CE Financial Management in Building 8120 and pay the replacement fee per USAFAI 32-5001, *Obtaining New or Duplicate Key*. CE management will sign the bottom of the form and return it to the resident. The resident then takes the signed form to the dormitory management office and a new key will be issued.

3.14.3. Dormitory management must have the signed DD Form 362 to issue a new key.

3.15. Storage.

3.15.1. Dormitory 5223 has storage lockers available on the first floor storage area. Dormitory 5222 has two storage lockers per room located on the second and third floors.

3.15.2. Bicycle lockers and motorcycle lockers are located outside the dormitories. The dormitory manager assigns these lockers if space is available.

3.15.3. All abandoned personal items in the dormitory common areas or outside the dormitories will be turned over to security forces for disposal IAW AFI 31-206, USAFA SUP I, *Security Forces Investigations*.

3.15.4. Do not store flammable/combustible materials in storage area.

3.16. Reporting.

3.16.1. Personnel observing unsafe or hazardous conditions, vandalism or destruction of any building property in or around the dormitories must report such conditions immediately to the dormitory manager, first sergeant or security forces. If a resident wants to remain anonymous, do so by leaving a message on the dormitory manager's phone or leaving an unsigned note under the door. Simply state what was seen, when it was seen, and give the name of the responsible individual. The occurrence will be brought to the attention of the individual's first sergeant.

3.16.2. If a resident notices an unsafe or hazardous condition, report it to the dorm manager or USAFA/SE. If contact cannot be made, fill out an AF Form 457, *USAF Hazard Report*, located next to the first floor bulletin board, and turn it in to the dormitory management office. If an emergency condition, report the hazard directly to 10 CES Customer Service at 333-2790.

4. Prohibited Items and Activities. The following items or activities are specifically prohibited in the dormitories:

4.1. Cooking appliances are prohibited except for coffee pots and microwaves. Use of hot plates and griddles are prohibited in the dormitory rooms.

4.2. Firearms, air rifles, gas guns, paintball guns, ammunition, firearm silencers, blackjacks, bombs, machine guns, shotguns, short rifles, metallic knuckles, gravity knives, switchblade knives; knives with blades that exceed three and one-half inches in length are specifically prohibited. Residents may not possess, own or store any of these items in the dorms. Contact security forces for procedures on storing firearms.

4.3. Fireworks, explosives, or any other incendiary device (or parts thereof); combustible, flammable liquid or material, bows, crossbows, arrows, quarrels, blowguns or any similar items are strictly prohibited.

4.4. Machetes, daggers, dirk knives or stilettos with a blade over three and one-half inches in length, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; brass knuckles, throwing stars or any other instrument of offensive or defensive combat, slingshots, spears, swords, or any similar items are strictly prohibited. Cooking knives, used for the purpose of cooking, are authorized.

4.5. Individual charcoal or gas grills are prohibited. A BBQ grill is available in the Airman Dorm pavilion area. See the dormitory manager for propane tank.

4.6. Open flames, including candles and burning incense, are prohibited.

4.7. The use of electrical plugs with multiple receptacles is prohibited.

4.8. Do not remove, relocate, tamper with or disable fire detection or protection equipment. If this equipment is unserviceable for any reason, contact the Fire & Emergency Services Flight at 333-2051 immediately.

4.9. Day room furniture, microwaves, TV/DVDs and video/gaming equipment are for the use and enjoyment of all residents. Do not remove any of the items from the day rooms.

4.10. On-site vehicle maintenance is prohibited.

4.11. Pets: Fur-bearing animals, reptiles, arachnids or birds are not allowed. Fish are allowed, but they are limited to two non-flesh eating and non-poisonous fish and must be kept in an aquarium (5 gallons or smaller); one aquarium per room. Restrictions on tank size exist so water damage can be kept to a minimum in the rooms. Tanks not kept clean will be required to be removed.

4.12. No posters, pictures, or any items are to be hung on the individual dorm doors. Tacks, nails, masking tape and hanging devices damage the dorm doors. Holiday decorations can be attached to doorknockers or doors by utilizing painter's tape.

5. Assignment and Termination of Dormitory Room.

5.1. New arrivals. Issue room key to his or her sponsor if arriving at night or on the weekend. Inform the sponsor to bring the resident to the dormitory management office within 72 hours.

5.2. AF Form 227, *Quarters Condition Inspection Report*. The condition of the room will be inspected and any discrepancies will be annotated on the AF Form 227.

5.3. AF Form 228, *Furnishings Custody Receipt And Condition Report*.

5.3.1. The resident will sign for all government items in the room on the AF Form 228.

5.3.2. Residents are provided a copy of the AF Form 228 to verify furnishings inventory.

5.4. Domestic Issues.

5.4.1. Individuals who are assigned to Privatized Housing (PH) or live off base but are placed in the dormitory by their first sergeant due to marital difficulties will only be allowed a maximum stay of 3 days IAW AFI 32-6005, paragraph 4.5.2.

5.4.2. If the individual remains in the dormitory for longer than 3 days and lives in PH, the member must notify the property management office for potential termination of PH.

5.4.3. If the individual desires to live in the dorms, the individual must initiate a hardship request to live in the dorms as a space available resident.

5.4.4. The dorm manager will give the individual a sample format letter to be used as a guide.

5.5. Room Termination.

5.5.1. At termination of residency, an inspection of the room will be completed. Damage beyond normal wear and tear, which was not annotated on the initial AF Form 228 by the resident, will be noted. The resident will be required to make arrangements to pay for damage or missing government items. The dormitory management office will inform the resident of the correct procedure for reimbursing the Air Force.

6. Clearing of Residency. The resident will be officially cleared out of the dormitory room after accomplishing the following:

6.1. The room is cleaned to the standards in the termination cleaning instructions at Attachment 6, *Termination Cleaning Instructions*.

6.2. All arrangements for government reimbursement have been made.

6.3. All originally assigned government furniture is neatly set up in the room.

6.4. All assigned linen is cleaned and returned to the dormitory management office.

6.5. All personal property is removed from the assigned room storage locker(s), motorcycle and bicycle lockers.

6.6. All dormitory keys are returned to the dormitory management office.

PATRICK J. CARLEY, Lt Col, USAF, P.E.
Commander, 10th Civil Engineer Squadron

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 32-6004, *Furnishings Management*, 3 March 2006

AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012

AFI 34-219, *Alcoholic Beverage Program*, 17 October 2007

AFI 33-129, *Web Management and Internet Use*, 03 February 2005

AFI 31-206, USAFA SUP I, *Security Forces Investigations*, 2 June 2011

Prescribed Forms

USAFA Form 60, *Dormitory Room Inspection*

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 457, *USAF Hazard Report*

AF Form 227, *Quarters Condition Inspection Report*

AF Form 228, *Furnishings Custody Receipt and Condition Report*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

ANG—Air National Guard

CES—Civil Engineer Squadron

DD—Department of Defense (as used on forms)

DSN—Defense Switching Network

IAW—In Accordance With

OPR—Office of primary responsibility

PH—Privatized Housing

QIC—Quarters Improvement Committee

RDS—Records Disposition Schedule

UCMJ—Uniform Code of Military Justice

UL—Underwriter Laboratories

UH—Unaccompanied Housing

Attachment 2**ITEMS OF CONCERN FOR ROOM INSPECTIONS**

- A2.1.** Are names on the door?
- A2.2.** Are beds neatly made?
- A2.3.** Is the carpet vacuumed, free of surface soil, unsightly spots and stains?
- A2.4.** Is the room arrangement neat and orderly?
- A2.5.** Are boxes, luggage, seasonal items, etc., stored in storage lockers?
- A2.6.** Are pictures and posters properly hung and not objectionable?
- A2.7.** Are all clothes and personal items hung in lockers or placed in drawers?
- A2.8.** Is dirty or soiled clothing stored in a laundry bag or other suitable containers?
- A2.9.** Is all furniture clean and free of dust?
- A2.10.** Is the refrigerator clean and sanitary?
- A2.11.** Are appliances clean?
- A2.12.** Are windows clean?
- A2.13.** Are window ledges dusted and clean?
- A2.14.** Are walls, ceilings, doors, baseboards and registers clean and free of dust or smudges?
- A2.15.** Are blinds clean and in good condition?
- A2.16.** Are wardrobes clean and locked?
- A2.17.** Are books, disks, and miscellaneous items neatly arranged?
- A2.18.** Are wastebaskets/trash cans empty, clean, and plastic bags in the containers?
- A2.19.** Are sound electrical safety techniques used i.e. serviceable extension cords, no daisy-chaining?

Attachment 3

DORMITORY ROOM INSPECTION

DORMITORY ROOM INSPECTION				DATE	
ROOM	BUILDING	ORGANIZATION	INDIVIDUAL		
PREVIOUS ROOM RATING			A	B	C
TODAY'S ROOM RATING			A	B	C
ITEM			SA	UNSAT	
Beds made properly w/bedspread					
Top of lockers/dressers					
Rugs vacuumed and clean					
Clothing stored properly					
Waste basket empty and clean					
Sink/cabinet clean					
Food items stored properly					
Furniture dusted/waxed					
Window ledges/blinds clean					
Refrigerator clean/defrosted					
Room presents neat appearance					
Entrance door					
Bathroom clean-shower/toilet					
Interior wall decorations					
REMARKS					
INSPECTOR'S SIGNATURE					

Attachment 4**USEFUL PHONE NUMBERS****URGENT NUMBERS**

Emergencies 911
Airman Dormitory Office 333-4229
CE Customer Service 333-2790
Fire Prevention Office 333-2473
Privatized Housing Management Office 867-9688
Housing Referral Office 333-2247
Housing Referral Office Fax 333-2458
Maintenance and After Hours Service Calls 333-2790
Red Cross 333-5075
Security Forces 333-2000
USAF Safety 333-3205

SERVICES

Air Force Aid Society 333-3444
Air Academy Federal Credit Union 472-1850
Armed Forces National Bank 472-1090
Airman Dining Hall (High Country Inn) 333-4730
Base Exchange 472-0861
Bowling Lanes 333-4709
Chapel, Community Center 333-3300
Commissary Hours 333-2329
Dental Clinic 333-5028
Falcon Club 333-4253
Gym, Community Center 333-4522
Hospital Information (USAF) 333-5111
IG Office 333-3490
ITT 333-4475
Legal Office 333-3940
Library, Community Center 333-4665
Military Locator 333-4262
Pass and Registration 333-3328
Post Office, Community Center 472-0510
Recreational Center 333-4356
Recycling Center 333-4691

UH Manager (Dorms) Forest City (Privatized Mgt Office)
5223 Cedar Drive, Suite 108B 6556 West Columbine Drive
USAF Academy CO 80840-3250 USAF Academy CO 80840-2516

Attachment 5

RECEIPT OF USAFAI32-6005

DEPARTMENT OF THE AIR FORCE
HQ 10TH MISSION SUPPORT GROUP
USAF ACADEMY COLORADO

(DATE)

MEMORANDUM FOR 10 CES/CEAC

FROM: _____
(Print Name, Building Number, Room Number)

SUBJECT: USAFA Instruction 32-6005

I acknowledge receipt and understanding of USAFA Instruction 32-6005, *Unaccompanied Dormitory Policies/Instructions*, and will comply.

(Signature)

Attachment 6**TERMINATION CLEANING INSTRUCTIONS**

A6.1. Per AFI 32-6005, paragraph 1.4.6., occupants shall be held liable for loss or damage to housing equipment or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. 2275).

A6.2. The following instructions must be complied with prior to moving out of a room:

A6.2.1. Carpet: Vacuum entire area and remove any stains.

A6.2.2. Entrance Tile: Must be free of all debris and stripped if wax is built up, to include underneath the refrigerator.

A6.2.3. Bathroom: All wall tile wiped down. Floor mopped and stripped, all scuffmarks removed. All stains removed. Shower stall and glass enclosure (inside and out) must be cleaned. The commode will be completely cleaned inside and out. The sink, medicine cabinet, mirror, countertop and under the sink cleaned.

A6.2.4. Refrigerator: Cleaned (inside and out), to include the seal around the door.

A6.2.5. Furniture: All drawers must be empty, dusted and cleaned. Wardrobes must be empty and clean. Vacuum cleaner must be clean and a new bag installed. Bags can be obtained at the dorm office. The fan and stepladder cleaned and stored in the wardrobe closet.

A6.2.6. Blinds: Cleaned and dust free. Window ledges must be wiped off.

A6.2.7. Walls, Ceilings, Cabinets, Doors: Remove all nails, hooks, screws, pictures, posters, decals, etc. Remove all marks from walls. If walls were painted, repaint walls abbey white. Previous color must be completely painted over and must not be visible through abbey white paint (multiple coats may be required). Wipe heat vents and registers.

A6.2.8. Lights: Make sure all lights are clean and have working light bulbs, to include ceiling, bathroom, kitchen, and lamplights. Bulbs can be obtained in the dorm office.

A6.2.9. Heating panels with grates in the rear of the room: Grates must be free of dust and dirt.

A6.2.10. Linens: All linens should be washed and folded. DO NOT wash the bedspread. Linens and bedspread should be returned to the dorm office.

A6.3. All maintenance problems in the room (electrical, heating, plumbing, etc.) should be reported at time of occurrence but not later than termination.